UNITED STATES BANKRUPTCY COURT
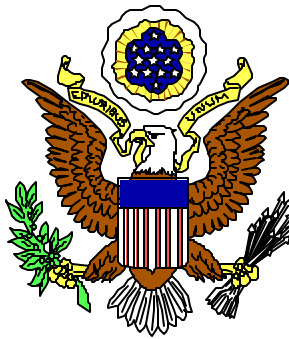*Western District of Washington*

Creditor Manual

For Filing Claims and Claims Related Documents Electronically

Help Desk

The Clerk's Office has a Help Desk to answer questions while you're filing documents in the Electronic Case Files system. Call and a court staff member will be there to answer your questions:

> **206-553-7545** x696 (7:30 am - 5:00 pm M-F) for **Seattle** cases
> **253-370-8937** (7:30 am - 5:00 pm M-F) for **Tacoma** cases

 You also can send an Email to the
> **Seattle Help Desk** at ECFHelp_Seattle@wawb.uscourts.gov ,
> **Tacoma Help Desk** at ECFHelp_Tacoma@wawb.uscourts.gov.

Need to speak with someone at the court about a non-ECF matter? Here are some important telephone numbers for you:

> All **general information and questions regarding filing cases,**
>
> **call (206) 553-7545 for the Seattle area**
>
> **call (253) 593-6310 for the Tacoma area**

To **register for Public Access to Court Electronic Records (PACER)** to view case files over the Internet, call 1-800- 676-6856.

If you have questions about a **specific case, other than how to file electronically,** you can call the case manager. Cases are assigned according to the last two digits **(terminal digits)** of the case number. Check the court's Telephone List on the Web site at http://www.wawb.uscourts.gov for the case manager's extension.

For questions related to **hearings/trials** or to **request a hearing date,** please contact the judge's secretary or courtroom deputy.

Chief Judge Philip Brandt (Seattle Chambers)	Suzan Gallup, Courtroom Deputy	(206) 553-2128 ext 662
Chief Judge Philip Brandt (Tacoma Chambers)	Juanita Kandi, Secretary Mary Snarski, Courtroom Deputy	(253) 593-6345 ext 4020 (253) 593-6345 ext 4022

Judge Thomas Glover	Dianne Berst, Secretary	(206) 553-1626 ext 655
	Marilyn Pegg, Courtroom Deputy	(206) 553-1626 ext 624
	Kim Kelley, **Ch 13** Courtroom Deputy	(206) 553-1626 ext 623
Judge Karen Overstreet	Dorene Smith, Secretary	(206) 553-1624 ext 653
	Phyllis Jones, Courtroom Deputy	(206) 553-1624 ext 641
Judge Paul Snyder	Debby Vincent, Secretary	(253) 593-6342 ext 4038
	Shawn Utley, Courtroom Deputy	(253) 593-6342 ext 4016
	Pattie Adams, **Ch 13** Courtroom Deputy	(253) 593-6342 ext 4041
Judge Samuel Steiner	Ruth Barnett, Secretary	(206) 553-1628 ext 690
	Janice Brooks, Courtroom Deputy	(206) 553-1628 ext 625

Using a Browser to Log On To Electronic Case Files (ECF)

The following instructions will guide you in the basic use of a browser to log on to the Electronic Case Files (ECF) system.   Netscape Communicator software version 4.7, or Internet Explorer 5 are compatible with ECF. DO NOT USE the America On-Line version of Netscape Communicator, or a version lower than 4.7.

Your browser must be java-enabled for ECF to function correctly:

" From your Netscape pull-down menu, click Edit/Preferences.

" Select the Advanced category.

" Place a check mark in the Enable Java and Enable Javascript boxes.

" Click OK.

STEP 1 On your PC desktop, access **Netscape Communicator** or **Internet Explorer** by clicking on the icon. (**See** Netscape, **Figure 1a,** or Internet Explorer **Figure 1b**).

Netscape Communicator.lnk   Internet Explorer.lnk

Figure 1a   **Figure 1b**

STEP 2 The **NETSCAPE COMMUNICATOR** or **INTERNET EXPLORER** screen displays.

' Enter the URL for the ECF document filing system or training database.

| To access the ECF site, enter

          https://ecf.wawb.uscourts.gov

| To access the training database, enter

          https://ecf-train.wawb.uscourts.gov

STEP 3   The **WELCOME TO U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF WASHINGTON** page displays.

'   Select the **Western District of Washington - Document Filing System** hyperlink

STEP 4   The **ECF/PACER LOGIN** screen displays.

'   Enter the ECF login and password that you received when you registered to be an Electronic Case Files participant. This is the login you'll use to electronically file documents.

                         OR

'   Enter your Public Access to Court Electronic records PACER login and password to view electronic case files. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

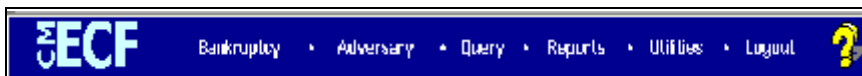**STEP 5**   The ECF Menu Bar displays **(See Figure 1.)**

Figure 1

'   Select **Bankruptcy** from the Menu Bar.

' Click the yellow question mark ? help icon for further information about the categories on the Menu Bar.

STEP 6 To **LOGOUT** of the ECF system:

' Click on the Logout button on the Menu Bar.

' To close the browser, click the close icon, or the X in the top right corner of the Menu Bar.

Converting A Document To PDF

The following instructions will guide you through the process of converting a word processing document to Portable Document Format (PDF). For this example MS Word 2000 and WordPerfect 9 are used. Once a document is saved in PDF it can not be modified. Documents transmitted to the Electronic Case Files system must be in this format.

| When Adobe Acrobat is installed on your system it creates PDF Writer. You will choose this as your 'Printer' when saving the document as PDF. The PDF writer allows you to name the file and save it in a directory on your hard drive or computer network.

| You will need to print and scan the Proof of Claim if you're using a computer program other than word processing.

Requirements:

| Word processing software. For example: MS Word or WordPerfect.

| Adobe PDF Writer

| Scanner (optional)

STEP 1   Prepare the Proof of Claim form, the Notice of Transfer of Claim or the Withdrawal of Claim document.

STEP 2   Convert the document to PDF.

'   Click the print icon on your word processor toolbar.

'   Select **Adobe PDF Writer** from your list of available printers.

'   Name the document with the extension .pdf or select PDF files in the **Save as type**: box.

'   Optionally, scan the document and save it as a PDF file.

STEP 3   Save the claim form or document to a folder on the computer hard drive or network where it may easily be retrieved later.

' Click the **Save** button.

TIPS FOR NAMING A DOCUMENT:

Create a file name that clearly identifies the case and the type of document.

! Use the case number or debtor's name as part of the file name, and identify the type of document: jsmith-transfer or 02-12345claim.

% **NOTE**: If you have more than one Proof of Claim for the same case, use a number after each document to identify it. **Example: 02-1234claim1.pdf, 02-1234claim2.pdf.**

PROOF OF CLAIM

These instructions will guide you through the process of filing a Proof of Claim, and add a creditor to a case if one is missing.

STEP 1   Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**
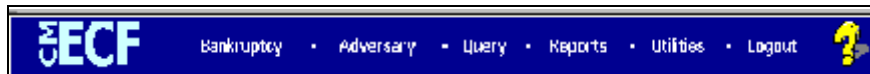

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays.

       '   Click **File Claims** from the list of categories.

STEP 3   The **SEARCH FOR CREDITOR** screen displays.

       '   Enter the case number, including the hyphen, YY-NNNNN.

       '   Click **[Submit].**

% NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4   The **SELECT A CREDITOR FOR CLAIM** screen displays.

       '   Click the ─ down arrow to scroll through the list of creditors.

       '   Click the creditor's name to select it.

       '   Click on **[Submit]**.

       %   **NOTE:** If the creditor is not listed, skip to **STEP 8** for instructions on how to add a creditor.

STEP 5   The **PROOF OF CLAIM INFORMATION** screen displays.

Proof of Claim Information For

Creditor Name
Street Address
City, State, ZIP

Case Number **02-00000-XYZ**	Claim No:	Amends Claim #	Duplicates Claim #	Filed By: Creditor
Last Date To File:	Last Date To File (Govt):	Date Filed: 03/01/02	Late: NO	Status:

Amount claimed

Unsecured	Secured	Priority	Unknown	Total (Display Only)

Amount Allowed

Unsecured	Secured	Priority	Unknown	Total (Display Only)

Description	
Remarks	

' Fill in the Proof of Claim Information as follows:

The gray areas are automatically filled.
[Amends Claim #] Always leave blank.
[Duplicates Claim #] If the claim duplicates one previously filed, enter the claim number.
[Filed by] Accept the default Creditor.
[Late:] Accept the default No. The trustee or Debtor in Possession will determine if the claim was filed after the due date.
[Status] Always leave blank.

' Fill in the Amount Claimed information by category.

& **NOTE:** Amounts must be entered without $ signs or commas. Use periods to denote decimals. The amounts in the different categories will be totaled and displayed in the Total (Display) box.

' Fill in the Description and Remarks boxes with additional comments to describe the claim, if applicable.

' Click **[Submit].**

STEP 6: The **SELECT THE PDF DOCUMENT** screen appears.

  & **NOTE:** Before you attach the claim it must be converted to a PDF format and stored in a folder on a hard drive or computer network.

    ’ Click on the **[Browse]** to locate the claim on the hard drive or network.

    ’ Click on the Files of type ― symbol.

    ’ Select *All Files*.

    ’ Highlight the Proof of Claim PDF file.

    ’ Click on Open.

    ’ Click **[Next]** if the filename is correct.

STEP 7: The **NOTICE OF ELECTRONIC CLAIMS FILING** screen appears

    ’ Print a copy of the screen for your records. This is the verification of the date and time the claim was filed with the court.

  & **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

FOLLOW THESE INSTRUCTIONS IF THE CREDITOR IS NOT LISTED IN STEP 4.

STEP 8: At the **SELECT A CREDITOR FOR CLAIM** screen.

    ’ Select **[Add Creditor]**.

    ’ Click **[Submit].**

STEP 9: The **CREDITOR PROCESSING** screen appears.

    ’ Click **[Submit]**. The case number is correct.

STEP 10: The **ADD CREDITOR(S)** screen appears.

′   Enter the creditor's name and address in the following format:

Name:	Jane Doe
Address 1	1111 1st Ave SW
Address 2	Seattle, WA 98158

′   Leave Type at the default Creditor .

′   Click the Last Entry radio button.

′   Click **[Submit].**

STEP 11: The **ADD CREDITOR(S)** screen appears with total number of creditors entered .

′   Click **[Submit]**.

STEP 12: The **CREDITORS RECEIPT** screen appears.

′   Click **[File A Proof of Claim]**.

′   Follow **STEP 4 - STEP 7** to file your claim.

NOTICE OF TRANSFER OF CLAIM

This procedure explains how to file a Notice of Transfer of Claim.

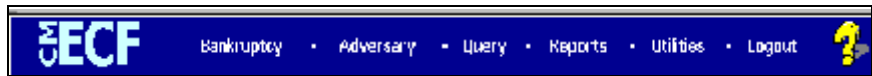**STEP 1**   Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays.

'   Click the **Creditor Claim Actions** hypertext link.

STEP 3   The **CASE NUMBER** screen displays.

'   Enter the case number, including the hyphen, YY-NNNNN.

'   Click **[Submit].**

% NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4   The **SELECT ANY ADDITIONAL ATTORNEY(S)** screen displays.

'   Click **[Submit]** to skip this screen.

STEP 5   The **SELECT THE PARTY** screen appears.

'   Click on the creditor's name to highlight it.

'   Click [Submit].

STEP 6:   The **FILE A CLAIM ACTION** screen displays.

      '   Click the ─ arrow and select Notice of Transfer of Claim-Creditor
           Menu from the pick list.

      '   Click **[Submit].**

& **NOTE:**   Before you attach the Notice of Transfer of Claim document it must be
              converted to a pdf format and stored in a folder on your hard drive or
              computer network. The document must include a /s/ signature or an
              image of a signature.

STEP 7:   The **SELECT PDF DOCUMENT** screen displays.

      '   Click on the **[Browse]** to locate the Notice of Transfer of Claim on
           your hard drive or network.

      '   Click on the Files of type ─ symbol.

      '   Select *All Files*.

      '   Highlight the Proof of Claim PDF file.

      '   Click on Open.

      '   Click **[Submit]** if the filename is correct.

STEP 8:   The **ENTER TRANSFEROR/TRANSFEREE** screen displays.

      '   Enter the name of the Transferor.

      '   Enter the name of the Transferee.

      '   Click **[Submit]**.

STEP 9:   The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen appears

      '   Enter additional remarks in the text box, if applicable.

      '   Click **[Submit]**.

STEP 10:   The **DOCKET TEXT: FINAL TEXT** screen appears

'   Click on **[Submit]** if the final text is accurate, or

'   Click on the browser back button to find the screen, make the correction, and resubmit.

STEP 11: The **NOTICE OF ELECTRONIC FILING** screen appears

'   Print a copy of the screen for your records. This is the verification of the date and time the Notices of Transfer of Claim was filed with the court.

& **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

WITHDRAWAL OF CLAIM

This procedure explains how to file a Withdrawal of Claim.

STEP 1   Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**
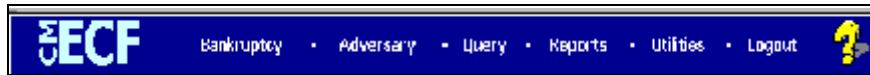

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays.

'   Click the **Creditor Claim Actions** hypertext link.

STEP 3   The **CASE NUMBER** screen displays.

'   Enter the case number, including the hyphen, YY-NNNNN.

'   Click **[Submit].**

% NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4   The **SELECT ANY ADDITIONAL ATTORNEY(S)** screen displays.

'   Click **[Submit]** to skip this screen

STEP 5   The **SELECT THE PARTY** screen appears.

'   Click on the name of the creditor.

'   Click **[Submit].**

STEP 6   The **FILE A CLAIM ACTION** screen displays.

'   Click the ─ arrow and select Withdrawal of Claim-Creditor Menu from the pick list.

'   Click **[Submit]**

& **NOTE:** Before you attach the Withdrawal of Claim document it must be
    converted to a pdf format.

STEP 7   The **SELECT PDF DOCUMENT** screen displays.

'   Click on the **[Browse]** to locate the Withdrawal of Claim on your hard
     drive or network.

'   Locate the folder where the document is stored.

'   Click on the Files of type ─ symbol.

'   Select *All Files*.

'   Select the pdf document.

'   Click on Open.

'   Click **[Submit]** if the filename is correct

'   Click **[Submit]** on the next screen.

STEP 8:   The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen appears

'   Enter additional remarks in the text box, if applicable.

STEP 9:   The **DOCKET TEXT:FINAL TEXT** screen appears.

'   Click **[Submit]** if the text is correct, or use the back button to return to
     a previous screen to correct the error.

STEP 10: The **NOTICE OF ELECTRONIC FILING** screen appears

'   Print a copy of the screen for your records. This is the verification of
     the date and time the Withdrawal of Claim was filed with the court.

& **NOTE:** To view the document click on the hyperlink and enter your Public Access
    to Electronic Case Files (PACER) login and password. If you do not have a
    PACER account contact the PACER Service Center at:

http://pacer.psc.uscourts.gov.